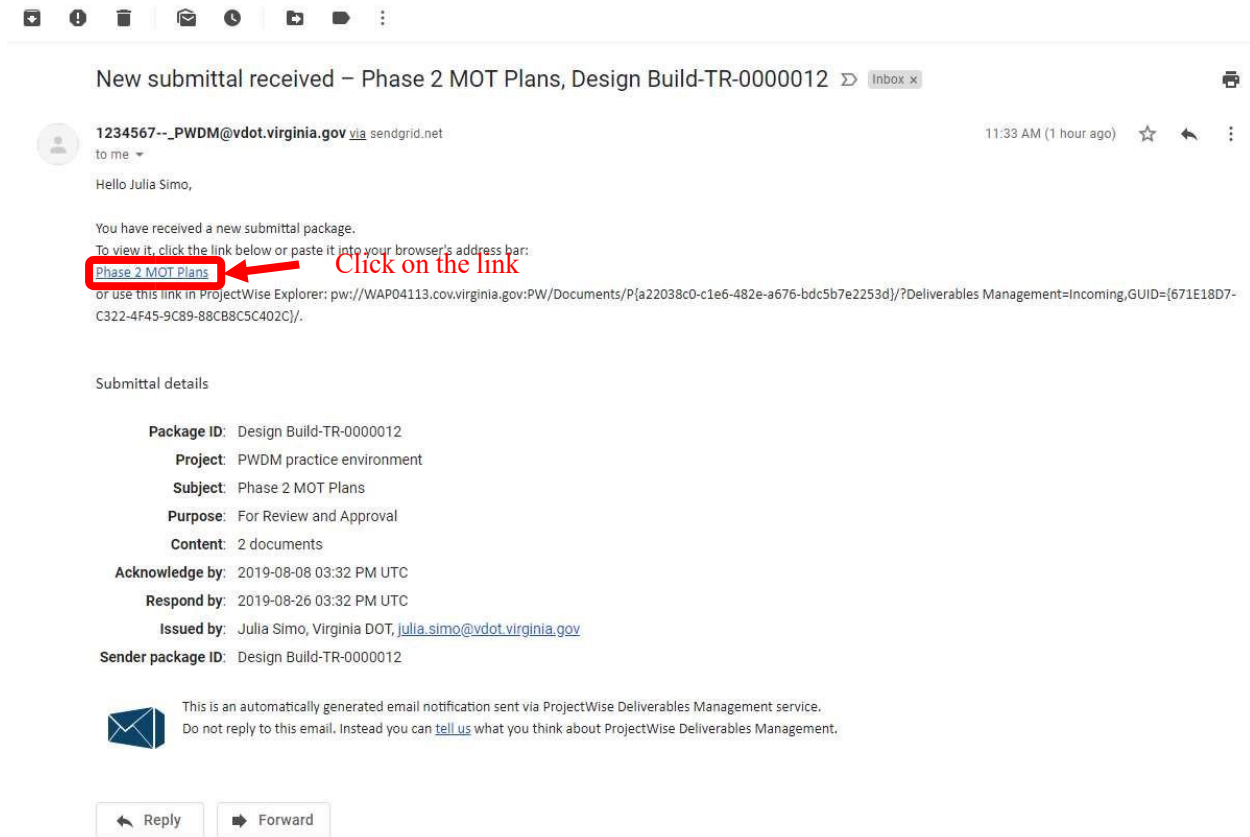
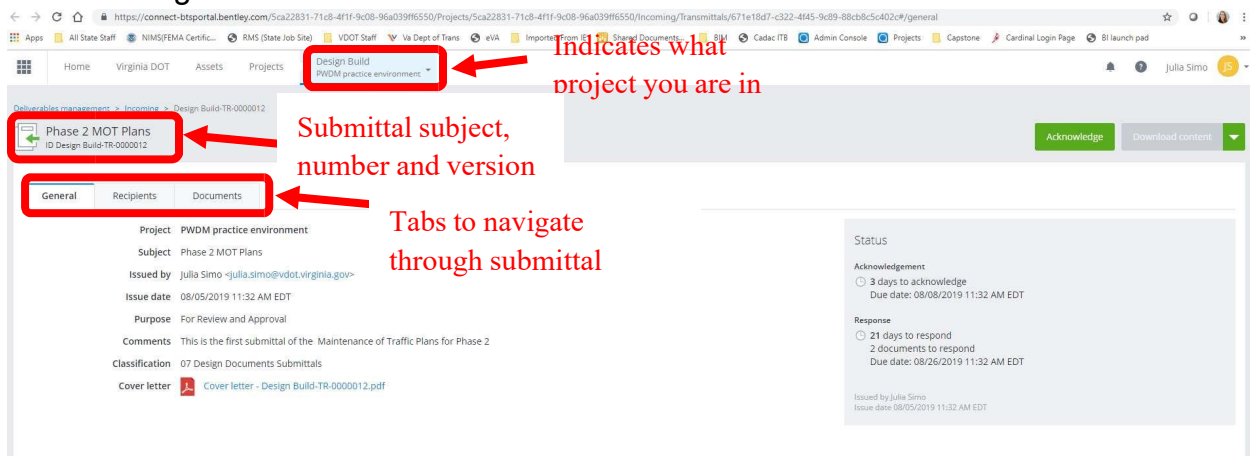


PWDM - Responding to a Submittal

- You will receive an email to notify you that you have received a new submittal package. Click on the link to take you to the submittal page



- Once in the submittal page you can view all the submittal details by navigating through the tabs



PWDM - Responding to a Submittal

- Navigate to the My response tab and use the arrows to create comments and add attachments to each submitted document as shown below

Navigate to My response

Arrows to expand each document

Add comments as you see fit

Click on browse to add attachments. Attachments and review comments shall come in the form agreed on by the project team

PWDM - Responding to a Submittal

Navigate through and select file(s) to attach

Click Open to attach document(s)

- Finally, if responding to entire submittal select all documents and click on Mark selected as to pick your final response and Send Responses

Mark selected as

Select documents

PWDM - Responding to a Submittal

The screenshot shows the 'My response' tab in the VDOT PWDM portal. The 'Send responses' button is highlighted with a red box. The interface includes tabs for General, Recipients, Documents, Responses, and My response. The 'My response' tab is active, showing a response form with a dropdown menu set to 'Approved with comments', a comment field, and attachments. The 'Send responses' button is located at the bottom of the form.

- To view the submittal history, a response report or all the responses click on the following

The screenshot shows the 'Responses' tab in the VDOT PWDM portal. A red arrow points to the 'Responses' tab, and another red arrow points to a dropdown menu with options: 'Download content', 'Forward', 'Show forwarded', 'Delegate', 'Response report', 'Archive', 'View History', and 'Reject package'. The 'Response report' and 'View History' options are highlighted with red boxes. A red text box says 'Click on the arrow' pointing to the dropdown arrow. Another red text box says 'Go to the responses tab and scroll down' pointing to the 'Responses' tab.